

Draft
AD/L:cc
11/10/55

STATINTL

Reference: [REDACTED] Correspondence Style and Procedures

Page 18 of reference - On this page there is an exhibit of a paper sent by an Agency Office or Staff head to Deputy Director* level for "Approval." On this example there is a distribution as follows:

Orig. and 2 - Addressee
1 - D/S
1 - OGC
1 - C/MgtS

Since all copies of a paper requesting "Approval" are forwarded to the office of the approving official and the distribution of such paper is made from the approving official's office, the distribution indicated should be the final distribution, rather than the distribution (as shown above) from the Office or Staff originating the paper up to the approving official. Therefore, since the original is not retained in the office of the approving official after he has signed it, but rather is usually# returned to the originating office, the distribution should be shown as follows(using the case set out on page 18):

Orig. & 1 - C/MgtS
2 - DD/S
1 - D/S
1 - OGC

(Sample for OL: Orig. & 1 - OL
2 - DD/S
1 - TD Official File
1 - TD Reader
1 - Signer)

- * This means Deputy Director of the Agency (DD/S, DD/P, DD/I); not the Deputy Director of an Office or Staff within the Agency (e.g., DD/Logistics).
- # Exceptions would be cases where the originating office recommends approval of action over which another Agency component would have technical jurisdiction or which another Agency component would be required to implement. In such cases the "action" component would receive the original and the originating component would receive only a conformed copy (or copies). Examples that readily come to mind are papers involving Tables of Organization and expenditures of money. If there are questions in this regard, please check with C/Records & Services Branch or office of AD/L.

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When an original should be returned to the OL Division or Staff level rather than maintained in OL Registry, such determination will be made by OL/Records & Services Branch, and a record of such distribution to the Division or Staff will be maintained on the respective 35-1 in the OL Registry. As an office policy, the original will be shown in the distribution on the memo as being sent to "OL" rather than to the interested Division or Staff.

, plus the originating office identification,
The above distribution will be shown on all copies except the original. This includes the two copies that remain in the approving official's office. As explained above, the distribution is made from the approving official's office, and for his information his copies should indicate where he has sent the other copies.

(The same principle applies if an OL Division or Staff sends a paper forward for the approval of the Director of Logistics, though in such a case the distribution will appear on the original, too, as is the practice in OL for any memorandums written on SF-64.)

Gen: Consider whether we should say anything about indicating the routing on the routing sheets to follow through on the above. For example, the routing on the top cover sheet is from OL to DD/S and back to OL. We have been taking care of that in AD/L office so that the girls would not be more confused than they now are. And it's OK with us to continue doing it that way if you feel that mentioning it will only confuse them.

Page 30 of reference - Footnote 2 indicates that the distribution is not shown on the original and courtesy going to the Deputy Director* level or higher. This is not contradicted by the above instruction with respect to papers forwarded for "Approval." The type of paper covered in the example on page 30 is one sending information to the Deputy Director*

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level, and not one asking for "Approval." No distribution from/^{or by}the Deputy Director* level is involved, as far as the originating office is concerned; therefore, the distribution and originating office identification are unnecessary on the original and courtesy of memos of this type.

NOTE: There is no change in "information" (or "cc") copies being shown as indicated in footnote on page 30.